

**TOWN BOARD
SPECIAL MEETING**

TUESDAY

July 19, 2022

Supervisor Zupan opened the meeting at 5:00 p.m. with three Councilors present. Councilors Race and Johnson were absent.

Supervisor Zupan stated that proper notification of the meeting took place and further that a quorum is present for the purposes of this meeting.

Resolution No. 93 presented by Councilor Golub, seconded by Councilor Reger

Supervisor Zupan stated this gentleman also works for the Town of DeRuyter. He will be certified the first week in August.

AUTHORIZING THE APPOINTMENT OF CHARLES “CHUCK” LADD

WHEREAS, the Town of Cazenovia has previously determined it would be in the best interest of the Town to create and staff the position of “Assistant Code Enforcement Officer, Part-Time” to assist with the administration of the Zoning/Codes Enforcement Office; and

WHEREAS, the duties of the position “Assistant Code Enforcement Officer, Part-Time” would entail aiding in administering and enforcing provisions of New York State Uniform Fire Prevention and Building Code, and other codes, laws, rules and regulations pertaining to the construction or alteration of buildings and structures; assist in preparing rules and regulations, application forms, building permits and certificates of occupancy for the approval of the local governing body, to be used for the administration or enforcement of the various codes, laws, etc; meet with contractors and home owners to review construction plans for application of building permits; inspect various stages of construction, and upon completion, of buildings and structures; issue, deny, or revoke building permits and certificates of occupancy, as required; explain zoning law and local building ordinances to applicants; issue written notices to correct unsafe, illegal or dangerous conditions in existing structures; investigate complaints of alleged zoning or building law violations; inspect, as necessary, buildings, and structures for compliance with the fire prevention provisions of the State Uniform Fire Prevention and Building Code; check zoning laws to determine if construction plans comply with State provisions; attend planning and/or zoning board meetings to comment on applications for building permits, etc.; refer applicants who need variances to the Zoning Board of Appeals and applicants who need site plan approval or are subdividing land to the Planning Board; issue a Certificate of Occupancy for a building constructed or altered in compliance with the provisions of the Uniform Code; maintain accurate records on all transactions and activities, including all applications received, permits, and certificates issued, fees charged and collected, inspection reports, and notice and orders issued; review building permit applications and zoning and subdivision laws to ensure compliance; and prepare a variety of reports relevant to code enforcement activities for the municipal government concerned, all under the direct supervision of the Town Supervisor; and

WHEREAS, the Town of Cazenovia may employ an individual to perform such duties and services at a rate set by the Town Board and subject to Town Board approval; and

WHEREAS, the Town of Cazenovia now desires to employ Charles “Chuck” Ladd as a part-time employee to perform the aforesaid duties of “Assistant Code Enforcement Officer, Part-Time”, as more particularly discussed herein.

NOW, THEREFORE, BE IT RESOLVED that the Town of Cazenovia Town Board hereby appoint Charles “Chuck” Ladd as an Assistant Code Enforcement Officer, Part-Time pursuant to the following terms:

1. Charles “Chuck” Ladd shall perform the following duties under the direct supervision of the Town Supervisor, to wit:
 - Aid in administering and enforcing provisions of New York State Uniform Fire Prevention and Building Code, and other codes, laws, rules and regulations pertaining to the construction or alteration of buildings and structures
 - Assist in preparing rules and regulations, application forms, building permits and certificates of occupancy for the approval of the local governing body, to be used for the administration or enforcement of the various codes, laws, etc.
 - Meet with contractors and home owners to review construction plans for application of building permits
 - Inspect various stages of construction, and upon completion, of buildings and structures
 - Issue, deny, or revoke building permits and certificates of occupancy, as required
 - Explain zoning law and local building ordinances to applicants
 - Issue written notices to correct unsafe, illegal or dangerous conditions in existing structures
 - Investigate complaints of alleged zoning or building law violations
 - Inspect, as necessary, buildings, and structures for compliance with the fire prevention provisions of the State Uniform Fire Prevention and Building Code
 - Check zoning laws to determine if construction plans comply with State provisions
 - Attend planning and/or zoning board meetings to comment on applications for building permits, etc.
 - Refer applicants who need variances to the Zoning Board of Appeals and applicants who need site plan approval or are subdividing land to the Planning Board
 - Issue a Certificate of Occupancy for a building constructed or altered in compliance with the provisions of the Uniform Code
 - Maintain accurate records on all transactions and activities, including all applications received, permits, and certificates issued, fees charged and collected, inspection reports, and notice and orders issued
 - Review building permit applications and zoning and subdivision laws to ensure compliance
 - Prepare a variety of reports relevant to code enforcement activities for the municipal government concerned, all under the direct supervision of the Town Supervisor;

2. The part-time position hereby appointed shall be at an annual salary of Thirty-five Thousand and 00/100 Dollars (\$35,000.00), the services performed by Charles “Chuck” Ladd shall be temporary under New York State Civil Service Law and this appointment shall be effective July 19, 2022; and be it further

RESOLVED that the position so appointed and the work to be performed by Charles “Chuck” Ladd shall not, in any way, alter his status as a part-time employee of the Town of Cazenovia.

Roll call:

Councilor Race	Excused	----
Councilor Golub	Voted	Yes
Councilor Reger	Voted	Yes
Councilor Johnson	Excused	----
Supervisor Zupan	Voted	Yes

Supervisor Zupan declared Resolution No. 93 adopted.

At 5:04 p.m., motion by Councilor Reger, seconded by Councilor Golub to adjourn this meeting. The motion was unanimously approved.

Supervisor Zupan declared this meeting adjourned.

Signed: *Connie J. Sunderman*
Connie J. Sunderman, Town Clerk